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**Title:** Department Work Schedules

**Date Issued:** July 1, 2008  
**Date Last Revised:** January 19, 2011  
**Revision Number:** 2  
**Total Pages:** 3

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**Purpose:**

To establish the standard for the hours of work and work periods (or cycles) for the various job classifications utilized by the department.

**Scope:**

This guideline applies to all full-time employees (uniformed and non-uniformed) and part-time employees. This includes regular schedule employees who work 40 hours per week; and shift full-time, flex schedule and part-time employees who work a modified schedule based on a 53 hour work week, as allowed under the Fair Labor Standards Act (FLSA), Section 7 (k) provision.

**General:**

Department work schedules are designed to meet the operational demands required to safely, effectively, and efficiently deliver both non-emergent and emergency services to the citizens of the City of Martinsville and surrounding areas of Henry County. Employees are expected, except when on authorized periods of leave, to be available promptly at the start of their assigned periods of work. The Fire Chief is responsible for establishing work schedules and to determine the positions that are considered regular schedule or shift schedule according to FLSA and City policy. The Fire Chief, or his designee, may alter the work schedules outlined in this guideline whenever special circumstances warrant. This guideline was developed to:

1. Establish work schedule guidelines that are intended to provide the community with the highest quality of department services possible, within the parameters of the department's budget.
2. Establish a framework to schedule adequate daily staffing, ensuring the ongoing operation of department services.

This guideline was developed to specifically address the hours of work and work periods of the department. In the event of conflict between this guideline and the policies and procedures of the City of Martinsville, the policies and procedures of the City of Martinsville shall override this guideline.

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### I. Hours of Work:

- A. Regular schedule employees work a standard 2,080 hours per year, on a typical five day, 40 hour workweek schedule. Regular schedule employees typically work from 08:00 to 17:00, Monday through Friday.

1. Employees who are considered regular schedule employees include, but are not limited to, Administrative Staff positions.

- B. Shift schedule employees work an average of 2,912 hours per year, on a 24 hours on duty and 48 hours off duty shift cycle, as follows ("X" denotes scheduled shift, "O" denotes off duty):

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1. Employees who are considered shift schedule employees include, but are not limited to, full-time Operations Staff positions.

- C. Flex schedule employees work an average of 2,756 hours per year, on a flexible weekly schedule. Flex schedule employees typically work a maximum of 53 hours during 7 day work period.

1. Employees who are considered flex schedule employees include, but are not limited to, Operations Rover positions.

- D. Part-time schedule employees work various hours per year in the Operations Division, on an as needed basis. Part-time employees typically work a maximum of 48 hours during 7 day work period.

- E. Due to the nature of the department's work, special work hours may be required. The Fire Chief may adjust, increase, or decrease the normal work schedule as operations demand; however, schedule changes will not be used to penalize an employee. The Fire Chief will provide each employee with a daily schedule as changes are to be implemented and with as much advance notice as possible.

- F. Subject to the advance approval of the Fire Chief, employees may work an alternate or flexible schedule in order to care for a child or adult with special needs, provided their minimum work hours and specific requirements are met. Employees must account for hours not worked through the use of pay reduction, sick leave, vacation leave, or other approved leave.

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#### **II. Work Periods:**

- A. Unless specifically exempt from the FLSA, as outlined in the FLSA, the standard work period for all employees shall consist of seven consecutive calendar days, as established by the City Manager or Fire Chief. Uniformed Operations Division employees assigned to 24-hour shifts may have an alternate work schedule, as needed, to effectively deliver services and may be eligible for a special exception under Section 7(k) of the FLSA. Where implemented, a standard work period of no less than 7 or more than 28 consecutive days may be established by the City Manager or Fire Chief consistent with the requirements of the FLSA.
- B. Regular schedule employees typically work 40 hours during a 7 day work cycle. The 7 day work cycle shall consist of 7 consecutive calendar days, beginning at 00:00 Sunday morning and ending at 23:59 Saturday night.
- C. Shift schedule employees work a work nine 24 hour shifts totaling 216 hours during a 27 day work cycle. The 27 day work cycle shall consist of 27 consecutive calendar days, beginning at 07:00 and ending at 06:59 27 days later.
- D. Flex schedule employees typically work 53 hours during a 7 day work cycle. The 7 day work cycle shall consist of 7 consecutive calendar days, beginning at 00:00 Sunday morning and ending at 23:59 Saturday night.
- E. Part-time schedule employees typically work 48 hours or less during a 7 day work cycle. The 7 day work cycle shall consist of 7 consecutive calendar days, beginning at 00:00 Sunday morning and ending at 23:59 Saturday night.